



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 1.3.52	Subject: <b>WORKPLACE FAMILY RELATIONSHIPS</b>
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2 and Attachment
Section 3: Human Resources	Effective Date: Sept. 8, 2011
Signature: /s/ Mike Batista, Director	Revised: 01/07/2015

## **I. POLICY**

The Department of Corrections strives to identify and manage family member relationships between supervisors and subordinates through self-identification and active division administrator involvement to mitigate the perception of preferential treatment and maintain professionalism.

## **II. APPLICABILITY**

All Department divisions, facilities, and programs.

## **III. DEFINITIONS**

Family Member – Any individual related by blood or marriage.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Provisions**

1. This policy does not prohibit personal relationships between Department employees and does not presume family member relationships adversely affect the ability of employees to work together. This policy does recognize the potential for the perception of adverse effects to exist and attempts to ensure such perception does not become reality.
2. A supervisor will not allow family member relationships to affect workplace behavior or job responsibilities; if an individual supervises a family member, he or she must report the existence of the relationship to the division administrator as soon as practical.
3. Supervisors will not participate in a selection process in which a family member is an applicant.
4. An employee who believes he or she has been adversely affected by preferential treatment due to a family member relationship will report concerns to the division administrator.

### **B. Resolution**

1. Supervisor/subordinate family member relationships involving new or existing employees will be documented using the [Family Member Relationship Disclosure](#) form; the form will be completed by the affected and disclosing individuals and the division administrator, stored by the Office of Human Resources, and accessible to those in the chain of command on a need-to-know basis.

Policy No. DOC 1.3.52	Chapter 1: Administration and Management	Page 2 of 2
Subject: <b>WORKPLACE FAMILY RELATIONSHIPS</b>		

2. A mitigation plan to maintain a professional working environment will be developed by the division administrator and attached to the Family Member Relationship Disclosure form.

#### **C. Exceptions**

1. In circumstances where acting/temporary assignments exceeding thirty (30) days occur, a written alternate reporting structure will be established by a division administrator, or designee.

#### **V. CLOSING**

Questions concerning this policy should be directed to the Office of Human Resources.

#### **VI. REFERENCES**

*A. DOC Policy 1.3.2 Employee Performance and Conduct*

#### **VII. ATTACHMENT**

[Family Member Relationship Disclosure Form](#)